

MINOR PLAT CHECKLIST

(please print)

Name of Subdivision: _____

Name of Engineer: _____

1. Proposed Lines
 - a. Streets/Roads ☐
 - b. Alleys ☐
 - c. Lot Lines ☐
 - d. Minimum Building Setback Lines ☐
 - e. Easements ☐
2. Lots Numbered in Numerical Order ☐
3. Areas for Uses Other than Residential
 - a. Type of Use ☐
 - b. Limitations Placed on Use ☐
4. Meets and Bounds Description ☐
5. All Dimensions to the Nearest 1/100 foot ☐
6. All Angles to the Nearest Minute ☐
7. Location and Description of Monuments ☐
8. Names of Adjacent Subdivisions ☐
9. Names of Adjacent Streets ☐
10. Names of Owners of Adjacent Acreage Tracts ☐
11. Date ☐
12. Scale ☐
13. Magnetic North Point ☐
14. Location Map with North Point ☐
15. Building Setbacks Labeled From Closest Property Line ☐
16. Lot Widths: Do the individual lot widths meet the requirements? i.e. on cul-de-sacs a minimum of 45 feet at roadway, other lots a minimum of fifty feet at roadway. Each Curve Table Checked. ☐
17. Name of Subdivision ☐
18. Total Acreage being subdivided ☐
19. Total Number of Lots ☐
20. Lots Numbered in Numerical Order ☐
21. Square Footage of Individual Lots ☐
22. Location of Fire Hydrants (All lots within 1,000 feet of a hydrant) ☐
23. Lateral Tie (One per Subdivision) ☐
24. Area Approved for Sub-Surface Disposal ☐
25. Square footage of each Soils Area ☐
26. FEMA Panel Number, Map Number, Effective Date, Zone ☐
27. 100 Year Floodplain Limit with Shading or Hatching ☐
28. MFE or MPE, as required ☐
29. Required Signed Certificates
 - a. Ownership and Dedication ☐

- b. Accuracy ☐
- c. Water ☐
- d. Approval for Electric Power ☐
- e. Approval for Recording ☐
- f. General Approval for Installation of Solid Waste Disposal System
 - 1. Installation of Subsurface Disposal System with Restrictions ☐
 - 2. Installation of a Public Sanitary Sewer System ☐
- 30. Deed Book and Page Number ☐
- 31. Previously Recorded Information, if applicable ☐
- 32. Access off of Interior Streets where possible ☐
- 33. A copy of the deed to property ☐